

2012 SATURDAY SEMINAR SERIES

The Washington Fire Commissioners Association is pleased to offer members the 2012 Saturday Seminar Series. Class descriptions are outlined below; dates, times and locations are outlined on page two of this brochure. To register, please use the form provided. If you have questions concerning the seminars, please contact the WFCA office at 1.800.491.9322.

SEMINAR FOR NEWLY ELECTED/APPOINTED AND EXPERIENCED COMMISSIONERS, CHIEFS & SECRETARIES

This seminar will be offered in Spokane and Ocean Shores

Fire District Attorney Brian Snure will present this program for new and experienced commissioners, chiefs and secretaries. The morning session will provide the knowledge and background needed to understand and address many issues facing fire district personnel. Topics for this full-day program, which is being held in Spokane and Ocean Shores, are as follows:

- ◆ The relationships of fire protection district commissioners and personnel.
- ◆ Powers, authority, duties and responsibilities of commissioners, chiefs and secretaries.
- ◆ Delegation of authority.
- ◆ Relationships with state and county offices.
- ◆ Risk management and insurance.
- ◆ Open public meetings and executive sessions of the board of commissioners.
- ◆ Open Public Records Act.
- ◆ Ethics—Conflicts of Interest.
- ◆ Compensation to commissioners, paid and volunteer personnel.
- ◆ Volunteer firefighter associations.
- ◆ Finances—revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.

Other areas of law will be addressed with an opportunity for class participants to ask questions. To assist the instructor in focusing on the issues of most importance to you, please complete the subject matter ranking accompanying this notice and return it to the WFCA office prior to the seminar you wish to attend.

HOW TO BE SUCCESSFUL IN IMPLEMENTING A STRATEGIC PLAN

This seminar will be offered in Chelan only

Has your Board of Commissioners struggled with how to formulate and adopt a strategic plan for the fire district? Have you had difficulty monitoring and maintaining the course of action developed in your plan? If so, then this seminar is what you need to either adopt or re-adopt your strategic plan. This course will provide you with an outline of the process in a boilerplate form. A review of the planning process includes but is not limited to:

- ◆ Make up of the strategic planning committee.
- ◆ Examples of both paid and volunteer department processes.
- ◆ Communication with constituents during the process.
- ◆ How to utilize the plan to develop goals.
- ◆ How to establish and improve relations with your fire chief and senior staff.
- ◆ Review the budget process.
- ◆ Establish and maintain a model of deployment, response times and levels of staffing that fit the economic realities of your district.

The course will be highlighted by a review and discussion of how to finalize your annual report and update your plan with an annual review of your fire district's goals and objectives. Attendees will be provided a handout in a "cookbook" boilerplate format.



SEMINAR DATES, LOCATIONS & TIMES

Spokane

SATURDAY, FEBRUARY 25th—SPOKANE DAVENPORT HOTEL

A G E N D A

- 8:00 a.m. *Registration & Continental Breakfast*
- 9:00 a.m. **SEMINAR FOR NEWLY ELECTED/APPOINTED AND EXPERIENCED COMMISSIONERS, CHIEFS AND SECRETARIES**
- 12:00 p.m. *Lunch*
- 1:00 p.m. **SEMINAR CONTINUES**
- 4:00 p.m. *Program concludes*

The Davenport Hotel is located at 10 S. Post St., Spokane, WA 99201. Guest room rate quote is \$139 (plus overnight parking fee); for reservations, call toll-free 1.800.899.1482. The Davenport's main line is 509.455.8888. Visit www.thedavenporthotel.com for more information on this hotel. NOTE: WFCA will validate parking for day use workshop participants.

Ocean Shores

SATURDAY, MARCH 24th—SHILO INN OCEAN SHORES

A G E N D A

- 8:00 a.m. *Registration & Continental Breakfast*
- 8:30 a.m. **WFCA HEALTH CARE PROGRAM INFORMATION***
- 9:00 a.m. **SEMINAR FOR NEWLY ELECTED/APPOINTED AND EXPERIENCED COMMISSIONERS, CHIEFS AND SECRETARIES**
- 12:00 p.m. *Lunch*
- 1:00 p.m. **SEMINAR CONTINUES**
- 4:00 p.m. *Program concludes*

The Shilo Inn Resort is located at 707 Ocean Shores Blvd. N.W., Ocean Shores, WA 98569. The hotel telephone numbers are toll-free 1.800.222.2244 (reservations) or 360.289.4600 (main line). The guest room rate is \$119 per night. Visit www.shiloinns.com for more information on this hotel.

Chelan

SATURDAY, JUNE 2nd—CAMPBELL'S RESORT CHELAN

A G E N D A

- 7:30 a.m. *Registration & Continental Breakfast*
- 8:30 a.m. **WFCA HEALTH CARE PROGRAM INFORMATION***
- 9:00 a.m. **HOW TO BE SUCCESSFUL IN IMPLEMENTING A STRATEGIC PLAN**
- 12:00 p.m. *Lunch*
- 1:00 p.m. **SEMINAR CONTINUES**
- 4:00 p.m. *Program concludes*

Campbell's is located at 104 W. Woodin Ave., Chelan, WA 98816. The hotel telephone numbers are 1.800.553.8225 (reservations) or 509.682.2561 (main line). Room rates vary depending on the type requested. Visit www.campbellsresort.com for more hotel information. Other reservation options are: Best Western (1.800.468.2781), Grandview on the Lake (formerly Caravel) (1.800.962.8723); Darnell's (1.800.967.8149); Cabana Motel (1.800.799.2332);

***WFCA SELF-FUNDED HEALTH CARE PROGRAM**

Offered in Ocean Shores & Chelan

Beginning at 8:30 a.m. at the Ocean Shores and Chelan Seminars, please join Health Care Manager Jim Lux for a 30-minute presentation about the WFCA health care program. Districts are encouraged to take advantage of this opportunity to learn about the program and share your thoughts.



REGISTRATION INFORMATION, FEES & FORM

Registration fee listed below is per person, per seminar. Fee includes continental breakfast and lunch at the seminar for which you register.

MEMBER REGISTRATION

\$125.00

\$150.00 (at the door)

NON-MEMBER REGISTRATION

\$250.00

\$300.00 (at the door)

- ♦ Handout of workshop material, continental breakfast and late registration will begin as outlined in the schedule on page two of this brochure.
- ♦ An educational grant program is available to member districts with an assessed value of less than \$50 million. Please contact the WFCA office for more information.
- ♦ Be sure to bring a sweater or jacket to the seminar to ensure your comfort (meeting rooms can be CHILLY!)
- ♦ If you have special dietary restrictions or concerns, please inform your server or a WFCA staff member for assistance.
- ♦ 48 hours' notice is required for registration refunds from the WFCA.

✂ Cut along dotted line and return completed registration form to address indicated below.

LEGAL ISSUES QUESTIONNAIRE

The WFCA Education Committee and Brian Snure would like your input regarding the relative importance to you of the legal topics that will be addressed during the seminar for Newly Elected/Appointed and Experienced Commissioners Chiefs & Secretaries, presented in Spokane and Ocean Shores.

Please rank the importance of the following topics on a scale of **1 (most important)** to **10 (least important)** or add in your own topic, and return the ranking to the WFCA at least two weeks prior to your program.

- | | |
|--|--|
| ___ Commissioner Role & Responsibility | ___ Creating and Managing Employment Relationships |
| ___ Risk Management Strategies | ___ Public Records Act Compliance |
| ___ Open Public Meetings/Executive Sessions | ___ Ethics/Conflicts of Interest |
| ___ Bid Law Compliance | ___ Tax Levy Options |
| ___ Non Tax Revenue Options & Benefit Charge | ___ Fire Service Consolidations |
| ___ (Other) _____ | |

✓ *Sign Me Up for the Seminar I've checked:*

☐ Spokane—February 25

☐ Ocean Shores—March 24

☐ Chelan—June 2

_____ County FPD No. _____

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

☐ Amount Enclosed \$ _____

☐ Bill the District. If possible, please provide an email address for invoicing: _____

Please return completed registration form and questionnaire (if applicable) to:
WFCA, P. O. Box 134, Olympia, WA 98507 or fax to 360.664.0415

Questions? Call the WFCA office at 1.800.491.9322

Washington Fire Commissioners Association
P. O. Box 134
Olympia, WA 98507

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